

United States Court of Federal Claims
REQUEST FOR TRANSMITTAL OF AUDIO TRANSCRIPT

Requestor completes the request form and e-mail the completed form to cfc_transcripts@ao.uscourts.gov

Date of Proceeding: _____ Presiding Judge: _____

Case Name: _____ Case Number: _____

Portion Requested: _____ Entire Proceeding _____ Other: _____

The Requestor requests a transcript prepared by:

☐ 1 Day ☐ 5 Days ☐ 15 Days ☐ 30 Days

I understand that the Clerk will transmit the recorded audio to:

Heritage Reporting Corporation
1220 L Street NW, Suite 600
Washington, D.C. 20005-4018
E-mail: hrc@concentric.net
Tel: 202-628-4888/Fax: 202-371-0935

I further understand it is my responsibility to pay for the transcript.

Party/Attorney Name: _____

Firm Name: _____

Address: _____

Telephone: _____ E-Mail: _____

Today's Date: _____ Party/Attorney Signature: _____

Completed by the Court:

Attention Heritage Reporting Corporation:

The Court is providing you the following information and digital audio for the preparation of a transcript.

Type of Proceeding:

☐ Pretrial Conference ☐ Status Conference ☐ Settlement Conference

☐ Other: _____

☐ An interested party or member of the public to whom we have given your name. The Court leaves it to the requesting person and you to make contact concerning payment for your services and the timing of the preparation of a transcript. The Court has not requested the transcript and is not the responsible party for payment of your fees. When the transcript is complete, please provide the Court a copy of the transcript in paper form and electronic file(s). The electronic transcript, preferably in PDF, should be sent via e-mail as an attachment to: cfc_transcripts@ao.uscourts.gov and a CD of the transcript sent to the Court.

☐ The Court requests a transcript prepared by:

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When the transcript is complete, please provide the Court a copy of the transcript in paper form and electronic file(s). The electronic transcript, preferably in PDF, should be sent via e-mail as an attachment to: cfc_transcripts@ao.uscourts.gov and a CD of the transcript sent to the Court.